

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6415

TITLE: GENERAL BUILDING MAINTENANCE WORKER II

GRADE: S-17

DEFINITION:

Under direction, leads and participates as a member of a crew engaged in performing skilled building maintenance, repair, and construction trades tasks; and does related work as required in any trade or crew assignment.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class typically leads and performs more complex skilled trade work independently. This includes repairing broken pipes inside walls, correcting unsafe wiring and repairing damaged door frames.

ILLUSTRATIVE DUTIES:

Leads a crew of skilled trade workers and helpers;
Prepares vacant housing units for occupancy by performing maintenance and repair work using a variety of trades skills;
Determines needed maintenance repairs;
Requisitions needed parts from the supply warehouse and orders necessary appliance parts;
Informs supervisor of major maintenance issues;
Performs plumbing repairs including repair of broken pipes inside walls and replaces fixtures when necessary;
Performs electrical repairs including correcting unsafe wiring, replacing plugs, outlets, switches, bulbs and light fixtures;
Performs carpentry including repair of damaged door frames, drywall and plaster repairs;
Makes repairs and installs window treatments such as screens, blinds and shades;
Performs minor appliance repairs, replacing motors, switches, gaskets and burners to insure safe, efficient appliance operations;
Performs preventative maintenance in vacant units (e.g., caulking areas subject to water damage, adjusting doors, drawers and windows);
Assists other repair workers to prepare vacant units for occupancy;
Performs tenant work orders when possible;
Operates and performs routine maintenance on a County vehicle.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the equipment, materials, methods, practices and tools used in the building maintenance and construction trades;
Knowledge of the common hazards and necessary safety precautions;
Skill in the use of tools, equipment and materials pertinent to the trades;
Ability to lead a crew of skilled trades personnel;
Ability to follow written and oral instructions, diagrams and manufacturers manuals;

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Ability to estimate time and material needs, and determine when repair is not economically practical;

Ability to perform routine clerical tasks and basic mathematical computations;

Ability to maintain good interpersonal relationships;

Ability to operate and perform routine maintenance on a motor vehicle.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Completion of the tenth grade; PLUS

Completion of an acceptable apprentice - level training program in a specific trade with two years of full performance level experience in building maintenance, repair and/or construction trades work; OR

Three years of full performance level experience in two or more skilled trades related to building maintenance and repair work.

CERTIFICATES AND LICENSES REQUIRED:

Motor vehicle drivers license required for some positions.

ESTABLISHED: May 1, 1995